

Town of Ipswich
POSITION DESCRIPTION

Position Title:	Open Space Program Manager	Department:	Planning & Community Development
Reports To:	Director of Planning & Development	Hrs/Week:	24
Affiliation:	Professional, Administrative, Technical	Grade:	N/A
Appointing Authority:	Town Manager	FLSA:	Exempt

GENERAL SUMMARY:

Under general supervision of the Director of Planning & Development, oversees the Town's open space plans and initiatives, including: manages the Open Space Bond Program and Open Space, Recreation and Water Supply Protection Fund; works closely with boards and committees on matters that involved open space interests; and provides guidance and partial supervision for the Stewardship Coordinator.

ESSENTIAL JOB FUNCTIONS:

- Negotiates with landowners to acquire interests in real estate, through gift, purchase, or permit process, including conservation restrictions, trail easements, fee-simple interest, and other protective interests.
- Plans and develops creative strategies for least-cost, most beneficial protection schemes for acquiring parcels of land.
- Manages and administers the work of the Open Space Committee, including coordinating monthly meetings, posting agendas and minutes on the town website, setting up and meeting with subcommittees as necessary, and otherwise managing the town's open space initiatives and projects.
- Conducts site visits to parcels to inspect and evaluate potential open space projects.
- Manages acquisition projects and due diligence requirements including: appraisals; engineering, soil testing, environmental site assessments; title searches, and historical and archaeological resources; hires and monitors work done by outside contractors; reviews and approves invoices; and monitors payment requests.
- Prepares grant applications and explores sources of outside funding and cost-sharing.
- Interacts with state, federal and other municipal government agencies and offices as well as non-profit land trusts to explore potential partnerships, common issues, funding, etc.
- Interacts with the press and keeps the public informed of the various projects under the program, as appropriate.
- Interacts with abutters to projects and holds public informational meetings to inform residents and others about ongoing projects.
- Maintains contact with owners of parcels on the list of properties to be acquired so that opportunities for protection are not lost.
- Assists in supervision of the town's Open Space Stewardship Coordinator and works closely with the Coordinator, open space interns, Planning staff, and the Conservation Agent on various projects.

- Performs office administrative support duties as needed.

OTHER DUTIES AND RESPONSIBILITIES:

- Prepares progress reports for town boards and committees on projects and budgets.
- Ensures all state requirements for municipal purchases are met.
- Requires attendance at monthly Open Space Committee meetings and other evening meetings on an occasional basis.
- Meets periodically with the Agricultural Commission to achieve the town's goals for protection of agricultural lands.
- Coordinates development of the Open Space and Recreation Plan, prepared by the Open Space Committee.
- Assists the Planning Director and Associate Planner, as well as other departments as needed, regarding planning and disposition of town-owned parcels, and for parcels the Town may see to acquire for other open space purposes.
- Performs other related duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Bachelor's Degree and at least three years of experience with land acquisition and conservation required, Master's degree in environmental sciences or planning related field preferred.
- Knowledge of basic real estate practice and principles.
- Knowledge of Geographic Information Systems (GIS) required; ability to use, produce maps, and other analyses of open space properties preferred.
- Ability to manage multiple projects and tasks, meet deadlines, and communicate with constituents effectively.
- Ability to develop positive relationships, especially with landowners.
- Strong interpersonal and communication skills are required.
- Grant writing and research skills
- Must possess and maintain valid driver's license.
- ICS 100, 200 certification within one year of appointment.
- Ability to use and apply word, spreadsheets, presentations, email, and other office software.

SUPERVISORY RESPONSIBILITY:

Supervises Stewardship Coordinator in accordance with all applicable laws and Town policies and procedures.

WORKING CONDITIONS:

Position generally works out of an office environment with moderate noise levels.

Frequent periods at computer terminal or on telephone.

Periodic site visits and ability to walk undeveloped terrain, with exposure to weather conditions, construction, insects, parasites and their diseases, poison ivy and other weeds and plant life, noise and odors.

Errors are difficult to detect and could result in substantial exposure to legal liability.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the American With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved by:

Town Manager

Date Approved

Director of Planning & Development

Date Approved

Human Resources Director

Date Approved

Employee

Date Received